

Figure 1: Departmental Logo

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Departmental Administration Contact Info

RWC Welcome Desk	Student Operations Manager	campusrecreation@uhcl.edu	281-283-2330
RWC Member Services Desk	Member Services Assistant	campusrecreation@uhcl.edu	281-283-2331
Director for Campus Recreation and Wellness	Brian Mills	millsb@uhcl.edu	281-283-2332
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Department of Campus Recreation and Wellness Guidelines

The following is a list of general rules and regulations for the use of the Recreation and Wellness Center (RWC). These policies have been designed to ensure the safety of all Recreation and Wellness Center patrons and guests as well as maintain the facility and foster a welcoming environment. Those utilizing Campus Recreation and Wellness programs, services and facilities are held accountable to the [Student Code of Conduct](#), including complying with reasonable directions of university officials and departmental staff performing their duties. As a valued member of the university community, you have the responsibility to abide by the following policies. It is a privilege to utilize and participate in Campus Recreation and Wellness Center facilities and programs, it is not a right.

Any issue or situation that is not covered in a policy will be decided by Campus Recreation and Wellness administration and/or UHCL administration. Any policies listed can be altered by Campus Recreation and Wellness administration for the purposes of safety or the concept of "best practices."

Departmental Facility Operational Hours

- The Department of Campus Recreation and Wellness operates the Recreation and Wellness Center, the "Backyard", the Delta Complex, the Rec Field, and the NOA Field.
- Operational hours are established on an annual basis and are posted on our departmental website and social media platforms.

- c. All facilities managed by Campus Recreation and Wellness will have scheduled adjusted hours and/or closures throughout the year based on academic and holiday calendars, university special events, and maintenance and cleaning closures. These adjusted hours/closures will be posted as early as possible and will be available online and relayed through email communications to the UHCL community and RWC members.
- d. Normal Fall and Spring semester operating hours are:
 - a. Mondays – Thursdays – 7 a.m. – 11 p.m.
 - b. Fridays – 7 a.m. – 6 p.m.
 - c. Saturdays – 10 a.m. – 6 p.m.
 - d. Sundays – 12 – 6 p.m.
- e. Normal Summer operating hours:
 - a. Mondays – Thursdays – 7 a.m. – 9 p.m.
 - b. Fridays – 7 a.m. – 6 p.m.
 - c. Saturdays – 10 a.m. – 4 p.m.
 - d. Sundays – noon – 4 p.m.
- f. Delta Field Complex hours of operation and light schedule:
 - a. Mondays – Thursdays – sunrise to midnight
 - b. Fridays through Sundays – sunrise to 9 p.m.
 - c. Lights will automatically turn on at dusk and shut off at the scheduled shut off time.
 - d. Any additional light requests should be sent to campusrecreation@uhcl.edu
- g. University break operating hours are generally reduced, but all patrons should check our [website](#) and social media for updates and announced hours:
 - a. Mondays – Thursdays – 7 a.m. to 9 p.m.
 - b. Fridays – 7 a.m. to 6 p.m.
 - c. Saturdays – 10 a.m. to 4 p.m.
 - d. Sundays – noon to 4 p.m.
- h. Recreation and Wellness facilities will have adjusted hours for some national holidays, university closures or for large scale events or maintenance. Those adjusted hours or closures can be found on our [website](#).

Recreation and Wellness Center Memberships

Currently Enrolled UHCL Students

- If you are a currently enrolled UHCL student, you are already a member of the Recreation and Wellness Center. Your membership is already paid with your tuition and fees. Your dedicated student fee is \$110.00 per semester. It does not matter if your classes are bi-modal or 100% online, your dedicated fee covers your access to the RWC for the semester you are enrolled.
- Any UHCL students who are enrolled for classes exclusively at the Pearland or Texas Medical Center campuses also have access to the RWC and all programming and services.
- This dedicated student fee is non-refundable unless decided by UHCL Administration.
- The department does its best to minimize additional charges related to programming and special events. However, additional charges are generally required for specific programs or events for individual students like, but not limited to, semester group fitness classes, personal fitness services, bioelectrical analysis, or family programming/special events.

Continuing UHCL Students

- A continuing student is one who was enrolled in the previous semester, not enrolled for the current semester, but is anticipating to enroll in the next semester.
- Any UHCL student who is not enrolled in classes may purchase a continuing membership for \$25/month online or in person.

Non-Student Memberships

- For all non-student memberships, pricing, purchasing options and policies, please review the Membership Overview information found on our website under the [Memberships section](#).

General Facility Access Policies

1. There is risk of personal injury in all physical activity. Use of the RWC is voluntary and considered at your own risk.
2. The use of UHCL recreational facilities and programs is a privilege, not a right. Participants are expected to be good citizens and respect the rights of others. Individuals who choose to engage in unacceptable behavior may have their access suspended or revoked indefinitely.
3. All members and guests should enter and exit the RWC through the designated entrance.
4. An active membership, guest pass, day pass, or a promotional “free preview” period is required for all participants to access the Campus Recreation and Wellness Center (RWC).
5. All patrons and guests accessing the RWC must complete all required waivers and must have photo verification through Fusion or a UHCL ID card or government issued photo ID.
 - a. **Practice:**
 - i. Annual Indemnification, Waivers of Liability, and PAR-Q forms:
 1. All UHCL students and RWC members must complete the online Liability Agreement, Indemnification Release, and PAR-Q form through the Fusion portal RWCONNECT prior to their first visit. These forms can be completed prior to the first visit by logging into [RWCONNECT](#) using your UHCL sign-on information or before entering the facility on your first visit.
 2. Guest pass, day pass, or patrons accessing the facility during a “free preview” period must complete all waivers and provide a valid, government issued photo ID. The physical waivers will be provided at the Welcome Center and include Liability Agreement, Indemnification Release, Photo Release Waiver, and a PAR-Q form.
 3. The completed waivers are valid from September 1 through August 31 of the following year.
 - ii. ID verification
 1. Members may provide their UHCL PeopleSoft number, UHCL ID or member ID number to the Welcome Center staff to verify membership. The Fusion profile MUST have a photo for access without a physical ID.
 2. Any UHCL or government issues photo ID can be used to verify identity.
 3. UHCL students and employee profiles are updated daily in the Fusion software. Any member whose photo ID is not current in Fusion may can have their photo taken at the Welcome Desk and it will be updated in their profile.
 - b. **Rationale:**
 - i. All individuals accessing the RWC must be verified.

- ii. The safety of our campus, students, and members is our top priority.
- 6. Lending or using another individual's ID is against UHCL Student Code of Conduct and will result in immediate confiscation of the ID and referral to the Dean of Students.
 - a. **Practice:**
 - i. The person illegally using the ID card will be removed from the RWC.
 - ii. The confiscated ID will be kept by Campus Recreation and Wellness administration.
 - iii. The person whose ID was improperly used will be suspended from accessing the RWC until a meeting is conducted with Campus Recreation and Wellness administration.
- 7. Members and guests access for minors:
 - a. All minors (17 years or younger) must be supervised by a parent or legal guardian.
 - b. Minors Ages 16-17
 - i. Minors ages 16-17 can purchase full [Rec Center memberships](#), with some additional requirements.
 - ii. Services, minor members ages 16-17
 - 1. May utilize all spaces within the Rec Center
 - 2. May participate in most programming offered through Campus Recreation and Wellness
 - 3. Receives a Campus Recreation and Wellness membership ID card
 - iii. Requirements, minor members ages 16-17
 - 1. A parent or legal guardian must accompany the minor during membership purchase. Photo ID verification and proof of relationship may be requested.
 - 2. Minors ages 16-17 must have a parent or legal guardian in the building at all times while at the Rec Center. The parent or legal guardian is not required to be a member of the facility and may stay in the lobby area.
 - 3. Parking is not included in the membership and must be purchased separately through [UHCL Parking Services](#).
 - c. Minors Ages 5-15
 - i. Recreation and Wellness members may purchase a membership for minor dependents age 5-15. This membership has [access and space restrictions](#).
 - ii. Individuals age 5 or older may also access the Rec Center with a day pass or during events marked as "free preview", "full access," "community," "family programs," or "open to all."
 - iii. Services, minor members age 5-15
 - 1. May use the track and court spaces.
 - 2. May participate in programs and services designated as open to minors.
 - iv. Requirements, minor members age 5-15
 - 1. Parent or guardian must have a valid Rec Center membership.
 - 2. A parent or legal guardian must remain with and supervise minor members ages 5-15 at all times while in the Rec Center.
 - v. Restrictions, minor members age 5-15
 - 1. Not allowed in any fitness zone or on fitness equipment, per guidance from the University of Houston System.
 - 2. Exceptions can be requested if the minor will be working under the direct supervision of a personal trainer from Campus Recreation and Wellness or through the Health and Human Performance Institute.
 - 3. Not allowed to attend programs and services for adults.

- vi. Facility Access, minor members age 5-15
 - 1. Space and equipment restrictions for minors ages 5-15 remain in place at all times.
- vii. Events Access, minor members age 5-15
 - 1. Minors age 5-15 are welcome to Rec Center events specifically marked as "free preview", "full access," "community," "family programs," or "open to all."
 - 2. Minors age 5-15 may not access the facility during UHCL Weeks of Welcome, held the first two weeks of fall and spring semester.
- d. Minors Infant Through Four Years Old
 - i. Minors age 4 or younger do not require a membership. They may be present with a parent or legal guardian at no charge, but has [access and space restrictions](#)..
 - ii. Requirements, minors age 4 or younger
 - 1. Minors age 4 or younger are allowed on the track and court spaces only.
 - 2. Strollers are allowed on the inside lane of the track.
 - 3. Must be within arm's reach of their parent or legal guardian at all times.
 - iii. Restrictions, minors age 4 or younger
 - 1. Not allowed in any fitness zone, on fitness equipment, or at programming for adults.
 - 2. Not allowed to be carried or held on cardio or strength equipment.
 - 3. Not allowed to be left near a fitness zone or fitness equipment while adult uses the zone or equipment.
 - iv. Events Access, minors age 4 or younger
 - 1. Minors age 4 or younger are welcome to events specifically marked as "free preview", "full access," "community," "family programs," or "open to all."
 - 2. Minors age 4 or younger may not access the facility during UHCL Weeks of Welcome, the first two weeks of fall and spring semester.
- e. Facility Access, minors age 15 or younger

Summer: Monday, May 31 – Sunday, Aug. 22, 2021	All Operating Hours
Fall: Monday, Aug. 23 - Friday, Dec. 10, 2021	Weekends: 3 p.m. Friday - close on Sunday
Spring: Tuesday, Jan. 18 - Friday, May 13, 2022	Weekends: 3 p.m. Friday - close on Sunday
Summer 2022: May 16 – Sunday, August 21, 2022	All Operating Hours
University Breaks and Holidays	All Operating Hours

f. Rationale:

- i. The Recreation and Wellness Center was built for the UHCL student body and to enhance the overall UHCL experience. UHCL students are our number one priority.
- ii. UHCL students expect to utilize a facility that is focused on their use and not to be a place for minors and children at all times.
- iii. While we appreciate having minors participate in some programs, our facility is not designed to provide extensive opportunities for their participation. When we are able to offer programming for family or minors, we will provide information about expectations for parent or legal guardian supervision and participation.

Student and Member Rights

1. Student Rights Within the University Community

- a. The University is committed to complying with all applicable federal and state laws and regulations. Admission to the university is open to anyone qualified according to published admissions standards and resource limitations.
- b. A student has the responsibility to respect the rights and property of others, including other students, the faculty, the staff and the administration. A student has the responsibility to be fully acquainted with the published university policies and procedures and to comply with them and the laws of the land.
- c. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community. If a student violates any university policy or procedure, the student will be subject to due process of university policy regardless of any civil or criminal actions that may be pending as a result of the same action.
- d. The University deserves the right, through due process, to issue a warning, to suspend, or to dismiss any student for conduct that is harmful to members of the university community or damaging to the educational interests of the university

2. Freedom from Discrimination

- a. Students shall be treated on an equal basis in all areas and activities of the University regardless of race, color, sex, genetic information, religion, age, national origin, disability, veteran status or any other legally protected status. Additionally, for purpose of this policy, the term “Protected Class” includes sexual orientation, gender identity and gender expression.

3. Participating in a safe and welcoming environment

- a. All patrons should expect to feel safe and welcome while utilizing or participating in Campus Recreation and Wellness facilities and programs.
- b. UHCL strives to promote an environment of diversity and inclusion in all aspects of the university. UHCL facilitates a respectful and inclusive environment with regard to individual, societal, and global perspectives. The RWC is a place for all Hawks, regardless of age, gender identity, race, ethnicity, religious preference, sexual orientation, physical ability, disability, veteran status or any other personal identity.
- c. Sexual harassment is not tolerated at UHCL. UHCL is committed to providing an educational, working and living environment where students, faculty, staff and visitors are free from sexual discrimination of any kind. More detailed information related to Sexual Misconduct can be found online at <https://www.uhcl.edu/policies/title-ix/policies>
- d. Photography of yourself or of you and a workout partner is allowed, but we ask that all patrons be aware of their surroundings and understand that some patrons do not want to be included in your photos. The excessive use of cell phones for photography and videography is restricted within spaces of the RWC for the personal privacy of our patrons. Cell phone use for photography and videography is completely prohibited inside of locker rooms.

4. ADA Policy

- a. Any individual requiring an accommodation in order for day to day usage of the RWC or other facilities managed by Campus Recreation and Wellness will need to contact either:

- i. Departmental administration at campusrecreation@uhcl.edu or call 281-283-2331 to schedule an appointment.
 - ii. Dean of Student office at deanofstudents@uhcl.edu or call 281-283-2567 to schedule an appointment.
 - iii. Accessibility Support Services at disability@uhcl.edu or call 281-283-2648 to schedule an appointment.
 - b. Any individual requiring an accommodation in order to participate in an event will need to contact Campus Recreation and Wellness at 281-283-2331 or via email at campusrecreation@uhcl.edu at least one week prior to the event they wish to participate in.
5. Transgender and Non-Binary Participants
 - a. UHCL students, faculty/staff members, community/alumni members, and sponsored guests of members shall be permitted to participate in departmental programs, activities, and services in accordance with the person's gender self-identification or expression.
 - b. The UHCL Department of Campus Recreation and Wellness will ensure that every student, faculty, staff, community/alumni member, and sponsored guest has access to a locker room and bathroom facility in a safe, comfortable, and convenient environment. Transgender and non-binary individuals shall not be forced to use the locker room corresponding to their gender assigned at birth. Two **gender neutral restrooms** are available in the RWC facility and include a sink, toilet, and shower.
 - c. Please contact the Campus Recreation and Wellness administration at 281-283-2331 or email campusrecreation@uhcl.edu with questions or individual cases requiring evaluation.
6. Freedom of Speech, Expression, and Association
 - a. The rights of free speech, expression, and association, as defined by the Constitution of the United States and developed by statutory laws and judicial decisions, are guaranteed to every member of the university community.
7. Rights of Privacy
 - a. A student has the right to personal privacy except as otherwise provided by law and this privacy will be observed by students and the university officials alike. See ["Confidentiality of Records" FERPA for more information.](#)
8. Rights of Due Process
 - a. Each student subject to disciplinary action arising from alleged violations of university regulations shall be assured procedural due process.
 - b. At the discipline hearings, an accused student shall be assumed innocent until found responsible, and in the initial hearing, the burden of proof shall rest with those bringing the charges.
 - c. In all proceedings, the student shall be guaranteed substantive and procedural due process.
9. Participation in Policy Development
 - a. University policy guarantees the right of students to participate in the initiation and development of university policy through shared governance.
 - b. A student or member may contact the Campus Recreation and Wellness administration at 281-283-2332 or email campusrecreation@uhcl.edu. We strive to respond to all comments within two business days when possible.

- c. Students and members may also schedule a meeting with any Campus Recreation and Wellness professional staff or graduate assistant by emailing them directly. All staff contact information is [available online](#).
10. Participation in Departmental Decision-Making
- a. Students have the right to have their views considered at appropriate levels of the decision-making process within the university community.
 - b. The [Campus Recreation Advisory Board \(CRAB\)](#) is a student advisory board specifically for the department. Board members are selected on an annual basis and include 13 student members, representatives from the Student Government Association, University Staff Association, Faculty Senate, and Alumni Association.
 - c. All CRAB meetings are open to the UHCL community.
11. Concealed Carry Policies
- a. UHCL [concealed carry policies are found online](#).
 - b. UHCL [concealed carry exclusion zones](#).
 - c. If Campus Recreation and Wellness staff see a concealed handgun (not concealed) or find a handgun in the RWC, they will contact UHCL PD immediately.

Patron Conduct Expectations

1. Patrons are expected to abide by all policies, procedures, and protocols developed by Campus Recreation and Wellness administration as well as all UHCL policies.
2. Responsibility for general supervision of the building and other activity areas rests with the staff members and supervisors directly in charge of the activity or area. Students provide primary supervision for the facility and act with the full authority of a full time Campus Recreation and Wellness staff member. Harassment or disregard of the directions provided by the staff will result in immediate removal from the facility and may result in additional disciplinary action.
3. Physical and/or sexual abuse or vulgar, obscene, abusive, derogatory or demeaning comments and gestures are prohibited and could lead to loss of privileges.
4. Abuse of the facility and/or equipment can result in immediate dismissal from the facility. Additional sanctions may include: disciplinary action, reimbursement for damages, and/or potential loss of privileges.
5. Cancellation of non-student membership
 - a. Non-student members can submit a membership cancellation form through our online form at the bottom of our [Member Services website](#).
 - b. If a non-student member is suspended from accessing the RWC, a meeting will be conducted within five business days with the Director of Campus Recreation and Wellness.
 - c. Any membership that is cancelled due to repeated policy violations, inappropriate behaviors, gross misconduct or unsportsmanlike conduct will void the right for a refund for the current month. Future months can be refunded.
6. Reinstatement process
 - a. The reinstatement process can include any of the following:
 - i. a suspension period,
 - ii. a probationary period,

- iii. meeting(s) with the Dean of Students (if an enrolled UHCL student),
 - iv. a reflective document/paper focused on prior incidents or behavioral issues, and/or referrals to other departments that may be beneficial to the patron.
7. Appeals of suspension or other sanctions for enrolled UHCL students
- a. A student or member can submit an appeal of disciplinary actions or sanctions to the Dean of Students Office by contacting them at deanofstudents@uhcl.edu.

Patron Responsibilities

1. UHCL and Campus Recreation and Wellness are not responsible for financial costs related to health services resulting from illness or injury incurred during use of Campus Recreation and Wellness facilities or participation in programmed activities.
2. In accordance with the University's tobacco-free policy, the use of any tobacco products (cigarettes, cigars, vape units, etc.) is prohibited on the campus of UHCL.
3. Patrons may not be under the influence of alcohol or drugs.
4. Patrons should do their part in maintaining the cleanliness of the RWC and outdoor spaces. Please place all trash in trash bins, wipe down equipment before and after use, and report any spills to the staff in a timely manner.
5. Food and Drink
 - a. Food, gum, and other similar items are not allowed beyond the Welcome Center entrance without prior approval.
 - b. Drinks allowed within the RWC include water, sports drinks, and/or a protein drink. All drinks should be a spill-proof, break-resistant container with a re-sealable lid.
 - c. Groups that host approved events through rentals, reservations, or during special events may request for food and drinks to be allowed during their event. This request is made through the facility request process. This request approval or denial will be at the discretion of the Campus Recreation and Wellness administration and day/time/location will all be taken into consideration.
6. Apparel expectations and restrictions
 - a. Upper Body
 - i. RWC general policy
 1. Patrons must wear either a shirt or sports bra while using the RWC. This includes use of the outdoor fitness zone.
 2. There are no more upper body clothing requirements for coverage of back or chest.
 3. It is still highly encouraged for patrons to wipe down equipment BEFORE use to minimize exposure to potential bodily fluids from other individuals.
 - b. Lower Body
 - i. RWC general policy
 1. Clothing must cover the entire buttocks and groin when exercising or moving.
 2. To use fitness equipment, apparel must be made of athletic material so as to not scratch or damage padding or equipment or become snagged or catch on equipment.
 - ii. Allowed in specific areas but not within all spaces

1. Materials like denim, jeans, slacks/business casual pants, khaki shorts/pants, work skirts, work dresses are allowed on court spaces and the track areas, but are restricted from fitness zone areas and fitness equipment.

iii. Rationale

1. Denim/jean materials, khakis, and loose-fitting dresses are not allowed in the fitness zones due to the presence of belts, studs, buttons, rivets, and zippers.
2. Pants or shorts with belts, studs, buttons, rivets, zippers can tear the padding on fitness equipment. Once the padding is scratched or torn, bacteria can grow within the padding, posing a potential health risk to patrons. It is also costly to frequently replace padding and sleeves on fitness equipment.
3. Non-fitness zone spaces create less potential for equipment damage or trip/tangle hazards. We know many patrons come to the RWC to simply walk the track or take a break by shooting baskets. While there are still some restrictions on participating in programming in those apparel items, we want to encourage members to be physically active as often as possible.

c. Shoes

i. RWC general policy

1. Athletic, non-marking, close-toed shoes are required throughout the facility (both indoor and outdoor spaces).
2. Shoes must be worn at all times within the RWC, unless a specific RWC approved program allows for no shoes (example: Yoga or Pilates group fitness class).

ii. Track specific exception

1. Business casual shoes that are non-marking and closed toed may be worn for walking on the track and court spaces provided they are not playing in a game.

iii. Specialty shoes

1. Some shoes are allowed in specific spaces for specific purposes.
 - a. Bike shoes with clips – allowed to be worn during group fitness classes and on the Technogym road bikes on the fitness floor. These shoes should be put on at the bike and minimize any walking or movement where the shoes could potentially damage the floor.
 - b. Dance shoes – Some recreational activities are performed with special shoes. Those are allowed in specific spaces for specific activities.
2. Olympic lifting shoes
 - a. Shoes designed for Olympic lifting can be worn throughout the facility whether using the Olympic platforms or other equipment.

iv. Restricted footwear

1. Cleats, sandals, flip-flops, sticking feet, high heels and hard-soled shoes are not allowed.
2. Removing shoes on Olympic platforms (indoor or outdoor) is not allowed.

v. Rationale

1. Wearing athletic shoes prevents slipping.
2. Shoes protect the feet from equipment that may be dropped.
3. Shoes can help contain an injury and prevent contamination if a heavy object is dropped on the foot or if you sprain a part of your foot.
4. Backless shoes can easily slip off and shoes that do not cover the forefoot do not protect the entire foot from injury.

5. Shoes that mark the flooring diminish the aesthetics of the facility and can lead to additional costs for cleaning, resurfacing, or replacing the flooring.
- d. Patrons in casts, walking boots, or with crutches
 - i. May use the weight rooms. They must have a workout partner who would be able to re-rack weights and move equipment as needed (patron should not hop around on one foot to do this).
 - ii. Staff may help but are not available through an entire workout.
 - iii. We recommend that the injured user get clearance by their doctor to exercise and request that they participate cautiously.
 - iv. Crutches must be kept in a location that is not hazardous to other users (not in walking paths).
7. Personal items
 - a. Patrons are allowed to wear or use workout gloves, lifting straps, weight belts, weighted belts, boxing gloves, yoga mats, resistance bands and other fitness apparel or devices while working out. These items can be personal items or they can be found throughout the facility or can be checked out at the Welcome Center Equipment Check-out.
 - b. Backpacks, bags, and purses may not be left on the floor or equipment/furniture in the RWC. All personal bags and belongings need to be placed in a designated day-use locker. Day-use lockers are free of charge and are located throughout the facility and locker rooms.
 - c. We encourage patrons not to leave cell phones, wallets, headphones, or ID cards on the ground/equipment/bleachers and walk away from that area.
 - i. Rental lockers are available for \$20/semester of \$60 for the year and can be purchased in-person at the [Member Services desk](#) or online at [RWConnect](#).
 - d. **Rationale**
 - i. Minimal personal belongings should be brought to the RWC for safety and security purposes. While UHCL is one of the safest campus in the state, there is still a risk of belongings being stolen if they are not secured properly.
 - ii. Bags left on the floor in fitness spaces create additional trip hazards for patrons.
 - iii. Phones, wallets, watches, jewelry, and other small items which are normally carried around can be easily forgotten or taken without the patron knowing or realizing.
8. Vehicles or personal transportation
 - a. Parking passes for UHCL parking lots are the responsibility of UHCL employees, students, and RWC members. The RWC does not provide parking passes or parking validation.
 - i. Any parking issues or concerns should be sent to [UHCL Parking Services](#).
 - b. All patrons are expected to park in legal parking spaces in one of the UHCL parking lots. This includes motorcycles, mopeds, scooters, or carts.
 - c. Bicycles, skateboards, skates, non-electric scooter, and “wheeled shoes” may not be operated inside of the RWC.
 - d. Bikes must be parked and secured on bike racks. RWC staff will not allow bikes to be stored inside of the RWC.
 - e. Items like skateboards that do not fit into lockers cannot be left with RWC staff and patrons should leave them in their vehicle or find alternate locations for storage.
 - f. Non-UHCL members purchasing parking
 - i. All non-UHCL RWC members will be charged the same price for parking as UHCL students.

- ii. Starting September 1, 2021, Campus Recreation Member Services can manage the purchasing of parking passes for non-UHCL members.
- iii. This process can only be done in person in the Member Services area during normal business hours. If you are unable to make it during those hours, please email campusrecreation@uhcl.edu and we will work with you to make arrangements.

9. Animals

- a. Pets, with the exception of service animals, are not allowed in or on any Campus Recreation and Wellness facility.
- b. Emotional support animals are not allowed in or on any Campus Recreation and Wellness facilities.
- c. All UHCL policies about support animals are available on the [Accessibility Services website](#).
- d. Appropriate documentation must be provided if requested by Campus Recreation and Wellness staff.

10. Lost and found items

- a. The RWC and staff members are not responsible for lost or stolen property.
- b. Any found items should be turned in at the Welcome Center, where the items will be logged with our RWC staff.
- c. Valuables vs. non-valuable items
 - i. Valuables
 - 1. Items include, but are not limited to:
 - a. Wallets
 - b. ID cards
 - c. Phones
 - d. Jewelry
 - e. Electronics
 - f. Backpacks
 - 2. Valuables will be sent to UHCL Police Department at the end of the business day. Contact UHCL PD at 281-283-2222 to check on items or schedule a time to go the UPD and pick up your items.
 - ii. Non-valuables
 - 1. Non-valuable items include, but are not limited to:
 - a. Kept for 60 days
 - i. Water bottles
 - ii. Lunch kits
 - iii. Clothing
 - iv. Headphones
 - b. Thrown away at end of the business day
 - i. Perishable items
 - ii. Personal hygiene items (wash cloths, razors, soap)
 - iii. Loose papers or documents
- d. Patrons may call the Welcome Center at 281-283-2330 and inquire about lost and found items. The patron needs to describe the item(s) lost, the location they were lost from, and the date and approximate time. The RWC staff will review the lost and found log and verify if items have been returned. RWC staff will not provide a list of lost and found items to any person inquiring.

RWC Fitness Zones

1. General fitness zone policies

- a. These policies include all open recreation fitness zones throughout the RWC, both indoor and outdoor.
- b. Equipment
 - i. Fitness equipment can be checked out from the Welcome Center using your membership ID number and must be returned after use.
 - ii. Use of equipment other than for its designated function is prohibited.
 - iii. Patrons who are misusing or performing exercises in a manner that is unsafe or may cause injury to themselves or other patrons may be asked to stop their activity by Campus Recreation staff members.
 - iv. If a machine or piece of equipment is not working properly, please alert the RWC staff so they can perform an inspection and either repair the issue or place it out of order.
- c. Cleaning equipment
 - i. Patrons are encouraged to wipe down equipment before and expected to wipe down equipment after use. Gym wipes are available throughout the facility.
 - ii. RWC staff clean equipment multiple times throughout the day using a Simple Green solution. This is a diluted mixture that helps to remove oil, grease, sweat, and other bodily fluids. This solution is used on all padding, handles, and frames.
 - iii. RWC staff clean the floors, windows, door handles, and other surfaces using a range of cleaning solutions like Clorox wipes, Simple Green solution, Fabuloso solution, bleach solution, and Oxivir solution.
 - iv. If you have any questions or concerns about these cleaning supplies, please contact Campus Recreation and Wellness administration at 281-283-2331 or email campusrecreation@uhcl.edu.
- d. Music
 - i. Headphones are required to be used for all personal music.
 - ii. Amplified sound is not allowed unless approved as part of a rental or reservation.
 - iii. The RWC uses a service for all facility wide music. Patrons may submit requests for songs to be added by scanning the QR code at the Welcome Center and submitting information.
- e. Spotting and assistance
 - i. Fitness Assistants are available to assist in spotting during lifts. They cannot assist for extended periods of time.
 - ii. Fitness Assistants are not allowed to provide instruction or analysis of lifting techniques or general workout planning. They are not certified personal trainers and should not give advice on how patrons should conduct workouts.
- f. Personal training
 - i. Personal training or private instruction is restricted to RWC personal trainers only.
 - ii. Patrons may work out together or in small group and assistance or guidance to each other, but soliciting personal training services or providing services for a fee is not allowed if you are not a Campus Recreation and Wellness Personal Trainer.

- iii. For information about our Personal Training Services, please visit the [Fitness/Wellness tab](#) of the website.
 - iv. If you are interested in becoming a certified personal trainer or already have a certification, please contact us at campusrecreation@uhcl.edu
- g. Limitations and restrictions while lifting
 - i. Extraneous grunting, growling, or yelling is not permitted while performing lifts.
 - ii. Chalk (either powder or liquid form) is not allowed at any time.
 - iii. Exclusive use of specific areas within fitness zones by small workout groups is not allowed.
- h. Minors age infant to 15 years old are not allowed to be in any fitness zone or on any fitness equipment.
 - i. Exceptions apply to some HHPI members but are on a case by case basis and must be approved by HHPI Director and Campus Recreation Administration.
 - ii. Personal Training services for minors 15 and under can be approved on a case by case basis at the discretion of Campus Recreation Administration.

2. Weights

- a. All weight training should be performed in a controlled and safe manner.
- b. Collars/Clips must be used on all weight bar lifts using plates.
- c. Weights must be released in a controlled manner. Slamming, dropping, or bouncing weights is prohibited.
 - i. Pound Pads are located in the Olympic platform area to minimize the noise of dropped weights and should be used. RWC staff members may instruct a patron to use the pound pads to minimize the noise of dropped weights.
- d. Re-rack all weights and bars in the correct location after use.
- e. Weights may not be taken out of the fitness zone they are located in.
- f. Do not leave free weights in walkways or activity spaces unattended.
- g. Let others “work in” sets when requested and if possible. Be courteous.
- h. The use of multiple sets of weights at the same time is discouraged during peak time (Monday-Thursday 3 – 8 p.m.). Other patrons have a right to request and use weights as needed at any time.

3. Olympic Lifting Area

- a. Shoes must be worn at all times.
- b. The use of chalk or liquid chalk is prohibited.
- c. Weight clips/collars are mandatory for all plate-loaded free weight lifts.
- d. Only one patron may use an Olympic lifting platform/rack at a time.
 - i. Multiple patrons may alternate sets or activity in the same space but patrons may not use the same space at the same time (squatting on platform while someone is doing pull-ups on the rack).
- e. Lifts must be completed within the designated platforms or lifting zones.
 - i. All Power and Olympic lifts must be performed on the lifting platform.
 - ii. All movements completed above the waist must be performed inside the rack with safety catch bars properly adjusted.
- f. Platforms must be clear of unused equipment and personal items prior to performing any lift.
- g. Weight plates and bars should not be leaned against walls, pillars, or other pieces of equipment.

- h. One barbell is permitted on the platform at any given time.
 - i. Bumper plates are required for all Power, Olympic, and Dead Lifts.
 - j. Lifters must face the rack while performing lifts.
 - k. A spotter and weight belt are highly recommended for heavy lifting.
 - l. Spotting for Olympic lifting is strictly prohibited.
 - m. Dropping, slamming, and/or throwing of weights and/or equipment is prohibited. In order to reduce excessive slamming or bouncing, lifters must guide bars throughout descent to influence a controlled landing.
 - n. Dropping any weighted bar from above shoulder height is strictly prohibited. Release weight in a controlled and safe manner unless deemed an *emergency*; muscle fatigue, failure or bailout.
 - o. To avoid congestion, guests should allow others to “work in” if performing multiple sets.
 - p. Weight plates and clips/collars are to be cleared from the bar and stored in their proper location at the conclusion of the session.
 - q. Recreation and Wellness Staff reserve the right to modify or prohibit any exercise deemed unsafe or inappropriate.
4. Cardio
- a. Weights or other fitness equipment is not allowed on cardio machines.
 - b. We encourage patrons to be courteous during peak time and limit their use of cardio equipment to 30 minutes if others are waiting.
 - c. Minors age infant to four years old may not be carried or held while a patron is using cardio equipment.

RWC Indoor Track

- 1. General track policies
 - a. All patrons must follow the daily direction which is displayed around the track.
 - b. No more than two runners or walkers side by side.
 - c. “Soft weights” like sandbags, carry bags and GRIPR weights are allowed to be used on the inside lane and must be carried at all times.
 - d. “Hard weights” like weight plates or kettlebells are not allowed to be carried on the track.
 - e. Stretching and mat-work are allowed in designated areas only and should not interfere with or create any obstacles on the track.
- 2. Lane designations
 - a. Inside lane for walking
 - i. Strollers with infants or children and ADA designated assistance devices are allowed in the walking lane.
 - ii. Carrying of “soft weights” (sand bags, carry bags, GRIPR bags) is allowed in the walking lane only. No “hard weights” are allowed on the track.
 - iii. Lunging is allowed on the walking lane only.
 - b. Middle lane for jogging and passing others.
 - c. Outside lane for running/jogging
- 3. Prohibited on the track
 - a. Spectating events or activities on the first floor
 - b. Solid or hard fitness equipment (kettlebells, barbells, dumbbells, weight plates)

- c. Starting blocks and/or hurdles
- d. Jump ropes
- e. Sled
- f. Battle ropes
- g. Plyo or jump boxes

RWC Multi-Purpose Rooms (MP Rooms)

1. The main purpose for the multi-purpose rooms (MP Rooms) is for group fitness classes, sport club practice, meetings, and open recreation.
2. MP1 is available for open recreation at any time there are not programs or reservations in the space.
3. Group fitness equipment (group cycle bikes, rowers, weights) are not allowed to be used outside of group fitness classes.
4. The use of audio/visual components is restricted to programming, rentals or reservations only.

RWC Personal Training Suite (PT Suite)

1. The main purpose for the Personal Training Suite is provide a semi-private space for personal workouts and serves as a dedicated space for Campus Rec and Wellness Personal Trainers when working with clients who desire a semi-private space.
2. This space can be closed for exclusive use of academic classes or departmental personal training purposes.
3. The door leading out of the PT suite to the 2nd floor corridor must remain open at all times.
4. If stanchions are up or the blue divider wall door is closed, the space is unavailable.
5. Equipment within the PT Suite should remain inside of the room.
6. Dropping or slamming of weights in the PT Suite is strictly prohibited.

RWC Outdoor Fitness Zone

1. General Outdoor Fitness Zone policies
 - a. Appropriate athletic attire, including shoes, must be worn at all times.
 - b. The use of chalk and/or liquid chalk is prohibited.
 - c. Indoor equipment is not allowed to be taken outdoors.
 - d. All equipment should be returned to its proper location after use.
 - e. It is highly recommended that patrons using the outdoor fitness space take longer rest periods between sets and drink more fluids while in the space when the temperature is warmer.
 - f. Weight clips/collars are mandatory for all plate-loaded free weight lifts.
 - g. Dropping, slamming, and/or throwing of weights and/or equipment is prohibited. In order to reduce excessive slamming or bouncing, lifters must guide bars throughout descent to influence a controlled landing.
 - h. Dropping any weighted bar from above shoulder height is strictly prohibited. Release weight in a controlled and safe manner unless deemed an *emergency*; muscle fatigue, failure or bailout.
 - i. Weight plates and clips/collars are to be cleared from the bar and stored in their proper location at the conclusion of the session. Weighted bars should not be left on the rack.

- j. Recreation and Wellness Staff reserve the right to modify or prohibit any exercise deemed unsafe or inappropriate.
- 2. Weather policies
 - a. Inclement weather
 - i. If lightning is observed or thunder is heard, all outdoor spaces will be closed for 30 minutes from the last occurrence.
 - ii. All patrons must return indoors.
 - iii. The space will open back for use once the Operations Manager has given the “all clear” notice.
 - b. Heat Index
 - i. An issued heat advisory by UHCL Emergency Management, UHCL Police Department, or the National Weather Service will result in the immediate closure of the outdoor fitness zones and cancellation or alteration of any outdoor activities.
 - ii. Due to the extreme heat and humidity, the outdoor fitness space can be closed due to dangerous conditions.

Heat Index	Risk Level	CRW Action/Response
Less than 91 degrees	Low	No action needed; stress hydration
92 to 96 degrees	Moderate	Implement precautions and heighten awareness of hydration and rest
97 to 100 degrees	High	Additional precautions, reduce programming, close RWC outdoor fitness zone.
101+ degrees	Very high to Extreme	All outdoor spaces closed, all outdoor programming suspended, limit outdoor exposure as much as possible.

RWC Court Spaces

- 1. Court use for activities
 - a. Court 1
 - i. Basketball
 - ii. Volleyball – hitting only, patrons may not use the badminton systems to play volleyball unless it is a reservation or rental.
 - iii. Badminton
 - iv. Pickleball
 - v. Table Tennis
 - vi. Individual workouts that do not interfere with sports related activities.
 - b. Court 2
 - i. Basketball
 - ii. Volleyball
 - iii. Table Tennis

- iv. Individual workouts that do not interfere with sports related activities.
- c. Multi-Activity Court (MAC)
 - i. Indoor Soccer
 - ii. Volleyball
 - iii. Table Tennis
 - iv. Individual workouts that do not interfere with sports related activities.
- 2. Basketball Courts
 - a. Dunking on basketball goals is allowed during game play only. Hanging on the net/rim is prohibited at all times.
 - b. Kicking or throwing basketball balls into the wall is prohibited.
- 3. Volleyball Courts
 - a. VB can be requested during open recreation times but must be set-up and adjusted by Campus Recreation and Wellness staff only. Patrons may not adjust net heights, tighten the nets, or attempt to remove net systems on their own. Please request assistance from Campus Recreation and Wellness staff.
 - i. Ceiling mounted volleyball systems must be secured to the ground prior to tightening of the net. If this is not done properly, the risk of bending or damaging the entire system is significantly higher.
 - ii. Overtightening of the net may lead to damage of the entire systems.
 - b. Do not hang on, lean on or pull the net systems.
 - c. If volleyball is played on court 1 as part of a reservation or rental, part of the fire wall should be closed to protect the fitness zone area participants from volleyball interference. RWC Ops Manager will be responsible for closing that wall.
- 4. Badminton courts
 - a. At least one badminton court will be set-up for informal/open recreation at all times.
 - b. Additional badminton courts can be requested during open recreation times but must be set-up and adjusted by the Campus Recreation and Wellness staff.
 - c. Do not hang on or pull on net systems.
- 5. Table Tennis Tables
 - a. At least one table tennis table will be available during operational hours.
 - b. Additional table tennis tables can be set-up depending on space availability.
 - c. Patrons should not move or alter the tables. Please request assistance from Campus Rec staff or alert them to any issues with the table(s).

Informal/Open Recreation

- 1. Campus Recreation and Wellness strives to ensure that no single activity and/or sport dominates the use of the RWC.
- 2. When spaces are not in use for programming or other reservations, it is available for open recreation.
- 3. Open Recreation use is determined on a first come, first serve basis. Reservations for individual use is not allowed.
- 4. Recreational equipment is available for check-out at the Welcome Desk.
 - a. Patrons must provide their UHCL ID or member ID number to check out equipment.
 - b. Patrons should check in all equipment with a staff member and provide their ID number, including for workout towels and shower towels.

5. Exclusive use of spaces
 - a. Exclusive use of a space is only permitted with an approved reservation or rental.
 - b. Individuals using the RWC for organized or structured activities without a reservation is considered to be in violation of the informal/open recreation policy, and therefore deemed to be using the facility in an exclusive use capacity.
 - i. Examples of prohibited exclusive use activities include, but are not limited to:
 1. Organized practices or activities (defined as four or more people)
 2. Personal training conducted by non-Campus Recreation and Wellness staff
 3. Private instruction
 4. Services for which compensation is rendered
 5. Sales or solicitation
 - c. **Practice:**
 - i. Unless a reservation or rental has been made, exclusive use practices are not allowed.
 - ii. Groups cannot “claim” a court or space so they can utilize it for their own use.
 - iii. Groups cannot call “next” repeatedly with the same individuals for the purpose of using the court while restricting access to others.
 - iv. All patrons should be allowed to participate in any open recreation activity on any open recreation space.
 - d. **Rationale**
 - i. The RWC wants to encourage a friendly and inviting environment. This is not possible if patrons are not allowed to participate in activities.
 - ii. Non-Campus Recreation and Wellness employed personal trainers are not covered by UHCL liability insurance. Any use of the facilities for personal training not provided by Campus Recreation and Wellness will result in your removal from the facility and a report will be filed with the appropriate UHCL office.

Equipment Checkout

1. Patrons must provide their UHCL ID or member ID number to check out equipment and again when checking it back in. Failure to properly check-in equipment will result in possible financial charges for loss of equipment or suspension from the RWC.
2. All equipment must be checked out and checked in at the Welcome Center.
3. Equipment is checked out on a first come, first serve basis and may not be reserved.
4. Workout towels are available for all RWC patrons. All towels must be checked in prior to placing the used towel into the laundry bin. Please provide your UHCL or member ID number before placing the towel in the laundry bin.
5. Only RWC members may check out sports or fitness equipment. Guests may check out workout towels only.
6. All indoor equipment must be returned by the close of the business day.
7. All outdoor sports equipment must be returned by the close of the following business day from when it was checked out.
 - a. Tennis rackets and tennis balls are available in the RWC for any patrons wanting to play tennis at Delta Tennis Courts.
8. Patrons will be charged for any damaged or lost equipment. Fees will be the price of purchasing the replacement item, including shipping or other associated costs.

9. Patrons that have not returned equipment (including workout or shower towels) can lose privileges with RWC facilities and programs.
 - a. Student restrictions will not exceed two weeks in length and will then be referred to the Dean of Students office for further action.
 - b. A non-student will have his/her membership suspended (without a refund) until financial restitution is made.

Lockers – Day-Use and Rental

1. Campus Recreation and Wellness is not responsible for lost/stolen or damaged items. Do not leave valuables such as jewelry, wallets, electronic devices, or credit cards unsecured.
2. Campus Recreation and Wellness staff may not hold or store personal items for patrons.
3. Personal bags may not be carried throughout the facility or activity spaces or left on floor or benches/bleachers.
4. Day-Use Lockers
 - a. Use of day use lockers are free.
 - b. Combinations are set by individual participants each time a locker is used.
 - c. Forgotten locker or lock combination
 - i. In the event that a patron forgets the location/combination of their locker, patrons must complete a request form for the Operations Manager to assist them in finding their locker. This is done at the Welcome Desk.
 - ii. The patron must provide a description of the items in the locker prior to lockers being accessed.
 - iii. Patrons will be given a maximum of five attempts to locate their items.
 - iv. If the items are still are not found after five attempts, the patron may return at the close of the facility to claim their items.
 - d. Items left in a day-use locker at the close of the facility will be removed and held in lost and found for 60 days for non-valuables and 24 hours for valuables. Valuables will be taken to UHCL Police Department at the end of the business day. Contact UPD at 281-283-2222 to ask about valuable items.
5. Rental Lockers
 - a. Rental lockers can be purchased at any point during the year.
 - b. Rental lockers must be renewed or cleared by the last day of the rental contract or a \$10 clearing fee is charged to locker holder.
 - c. Personal items left in lockers at the end of the rental contract period are held for 60 days for non-valuables and 24 hours for valuables after the locker expiration date. Valuables will be taken to UHCL Police Department at the end of the business day. Contact UPD at 281-283-2222 to ask about valuable items.

RWC Lobby

1. Reservation of space within the lobby is restricted to tabling only.
2. Personal items may not obstruct the walkways or open space.
3. Moving furniture is not allowed without the expressed approval of RWC staff.

RWC Plazas and Outdoor Spaces

1. Requests for use of any space managed by Campus Recreation and Wellness must be made through the [online reservation process](#).
 - a. Any use of tables and chairs must remain clear of walk-ways and may not block the flow of traffic.
 - b. Events likely to involve amplified sound (e.g., band or dancers) or in which microphones are used (e.g., speaker or debates) must follow university policies. Reservations can restrict the use of amplified sound due to academic class disruption before or during an event.
 - c. Motorized vehicles may not be parked in the plaza, including mopeds.
 - d. Bicycles must be stored on bike racks.
 - e. Skating and skateboarding are not allowed in the plaza areas.
2. Chalking of sidewalks is not allowed.
3. Any posting of any promotional material must be approved through CRW Marketing and Promotion staff. Any unapproved outdoor promotional materials will immediately be removed and discarded. Any flyers, notices, or other physical materials taped to doors will be removed and discarded immediately.

Delta Complex

1. General Delta Complex Usage
 - a. Use of this facility is restricted to UH-Clear Lake students, RWC members and authorized special events.
 - b. All participants should be prepared to present a current, valid photo ID or UHCL ID.
 - c. Spaces may be used for open recreation unless programming or reservations are occurring.
 - d. UHCL students may contact UHCL Police at 281-283-2222 and request access during hours of operation.
 - e. Appropriate footwear should be worn at all times.
 - f. Equipment may not be moved without permission from Campus Recreation administration.
 - g. Tennis rackets and tennis balls are available for checkout at the RWC for any UHCL students or RWC members wanting to check out items. Those items can be checked out at the Welcome Desk and kept overnight but must be returned by the next business day.
 - h. If thunder is heard or lightning seen, all outdoor spaces are closed for 30 minutes. It is recommended that patrons seek shelter in the nearest building or a vehicle.
 - i. Campus Recreation staff and UHCL Police have final decision-making authority regarding behavior not explicitly covered in the rules and policies for usage and the authority to remove patrons who do not abide by those decisions.
 - j. In case of emergency, contact 911 or 281-283-2222 for UHCL Police.
2. Prohibited items or actions:
 - a. The following are items or actions not allowed on Delta Field include, but are not limited to:
 - i. Pets
 - ii. Vehicles
 - iii. Bicycles
 - iv. Skateboard
 - v. Scooters
 - vi. Hitting golf balls

- vii. Alcoholic beverages
 - viii. Glass containers
 - ix. Tobacco products
 - x. Metal cleats
 - xi. Cricket is only allowed in the parking lot or Delta Field, not on tennis or basketball courts
- 3. Light requests
 - a. Delta Field
 - i. UHCL students or employees can email campusrecreation@uhcl.edu to request lights to be turned on or the light schedule to be adjusted.
 - ii. Weekday light schedule:
 - 1. Normal schedule: sunset to midnight
 - iii. Weekend light schedule:
 - 1. Normal schedule: Sunset to 9 p.m.
 - b. Tennis and Basketball Courts
 - i. The light controls for basketball and tennis courts are located on a panel located between the Delta Building and the Basketball Courts along the sidewalk.
- 4. Reservation/Rentals
 - a. For reservations, rentals, or inclement weather information, [visit our website](#) or call 281-283-2331.
 - b. For detailed [Rental/Reservation Policies and Procedures](#), they are available online.

General Group Fitness Policies

- 1. Class Registration
 - a. Participants may log in to their online account through [RWConnect](#) and register for a class in advance.
 - b. Online registration will open 36 hours prior to class.
- 2. Class Cancellation
 - a. You may cancel your registration by logging into [RWConnect](#) or by calling the Campus Recreation and Wellness Center at 281-283-2330 and providing your full name and UHCL membership ID number.
- 3. Arrival for class
 - a. Pre-registered participants are recommended to arrive 10 minutes prior to start of class.
 - b. Check-in begins 10 minutes prior to start of class.
 - c. If not checked in 5 minutes prior to start of class, pre-registered spot may be forfeited and stand-by participants are allowed to take that spot.
- 4. Standby for non-registered participants
 - a. In the event that a participant cannot or does not register for a class, the standby line is an option. Simply show up 15 minutes before the class and if there are any empty spots.

General Personal Training Policies

1. Personal training services may only be conducted by Campus Recreation and Wellness personal trainers.
2. All information about personal training services can be found on our [website](#).
3. Training sessions/packages are non-transferable.
4. Refunds for personal training services are determined on a case by case basis by departmental admin. Any requests for refunds can be emailed to campusrecreation@uhcl.edu or call our Member Services Office at 281-283-2331.
5. Availability is limited and clients may be placed on a wait-list until an appropriate trainer becomes available.
6. Clients must comply with all Campus Recreation and Wellness facility policies.

Photography and Media Policies

1. Campus Recreation and Wellness takes the safety and privacy of our patrons very seriously. Personal privacy of participants must be respected and participants can decline to be included any photography.
2. Photographic devices may not be used in the locker rooms and restrooms.
3. Requests for professional photography or videography of Campus Recreation and Wellness participants or facilities:
 - a. Must be made at least 48 hours in advance by emailing campusrecreation@uhcl.edu. The request will be reviewed by RWC administration and a confirmation or alternative options will be sent to the requestor.
 - b. Requests are reviewed on a case-by-case basis and are not guaranteed approval.
 - c. A Campus Recreation and Wellness staff member may supervise any approved recording or photography in the RWC.
 - d. A media pass must be worn and plainly displayed during the entirety of the photo/video shoot. Persons without an approved media pass will be asked to leave the facility.
 - e. All other media issues/requests fall under the University Marketing and Communications policies.
4. For Personal Use
 - a. Personal use is defined as photos and videos of self, friends, or family obtained informally.
 - b. Taking photos or video of identifiable individuals without their consent is prohibited.
 - c. Personal privacy of participants must be respected. You must have the explicit permission of every person who may be identified in any photo or video.
 - d. Photography and videography inside of locker rooms or restrooms is completely prohibited at all times.
 - e. Photography/videography of minors (individuals under the age of 18) requires permission of a parent or guardian.
 - f. Participants have a right to decline.
 - g. Any patrons who feel they have been photographed by another individual can speak with the RWC staff or request the Operations Manager on duty. If needed, UHCL PD can be contacted by the patron or the RWC staff.

5. Practice:

- a. In order to respect the privacy of all RWC patrons, still and video photography will be closely monitored by RWC staff.
 - b. If an employee suspects the use of inappropriate shots, that employee has a right to enforce standard removal policies.
 - c. If patrons are photographing themselves or a small group that are obviously consenting to the photograph, RWC staff will remind the patrons of not including others in the background and being mindful of others right to privacy.
 - d. If a patron not involved in the photograph have concerns or do not consent, then the person taking the photograph needs to delete the photograph. If they refuse, then UHCL PD may be called to intervene.
6. For academic use:
- a. CRW supports and recognizes the need of students who require taking photo/video as part of their academic coursework.
 - b. Academic use is defined as media obtained/reproduced for academic purposes including class projects.
 - c. Students wishing to take photos or video in RWC and/outdoor spaces for academic use must have approval in advance.
 - d. Students taking photo or video for academic use must obtain explicit permission of every person who may be identified in any photo or video.
 - e. Students are not permitted to take photos during group fitness classes for personal or academic use. Exceptions may be made for fitness special events.
7. For Student Media:
- a. If you are a student reporter for a publication, such as *The Signal*, please contact the Director of Campus Recreation and Wellness at campusrecreation@uhcl.edu or portalesd@uhcl.edu to arrange photography/videography of indoor spaces and any requested interviews.
8. For Outside News Media:
- a. Campus Recreation and Wellness accommodates reasonable requests for journalistic, news-related, and non-commercial shooting by members of the media.
 - b. All outside media requests must be approved by the Vice President of Student Affairs prior to scheduling.
9. For Commercial Use:
- a. All requests must go to University Marketing and Communication:
 - i. Email: marcomm@uhcl.edu
 - ii. Phone: 281-283-2015
 - iii. Website: [University Marketing and Communications](#)
 - b. UHCL restricts the use of its land or buildings for commercial filming. Non-news and commercial film shoot requests must be submitted to University Marketing & Communications. Express permission, a Facility License Agreement and proof of insurance is required. Requests will be considered on a limited, case-by-case basis.
 - c. University Marketing & Communications will consider film and photography requests featuring the involvement of UHCL students, faculty or staff or the creation of television, documentary or educational programs with subject matter related to the University. Programs or proposals with no subject matter or relation to the University may not be approved.
 - d. Non-news and commercial requests must be made in writing at least 30-days prior to the proposed shooting.

- e. If you wish to shoot photo/video in the Campus Recreation and Wellness Center or its outdoor spaces for commercial use, please refer to the reservation and rental policies and contact the Coordinator for Marketing and Sponsorships or email campusrecreation@uhcl.edu.

RWC Tours

1. The RWC is available for facility tours. Complete the [online form](#) to schedule a guided tour of the RWC.
2. Self-guided tours are allowed by speaking to the Operations Manager or Operations staff at the Welcome Center staff.